

## Well Identification – Frequently Asked Questions (FAQs)

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**What is the purpose of well identification?** Attaching a well identification plate to a well helps distinguish one well from another in the field, and allows verification of the well to the well record. Section 74 of the *Water Act* and section 8 of the Ground Water Protection Regulation require a well identification plate to be attached to certain types of wells. For links to the act and regulation, please see the Ministry of Environment Ground Water: website:

[http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/index.html](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/index.html).

**Is a well identification plate required for all wells?** No. Two factors determine if a well identification plate is needed: the type of well, and the date the well was constructed or altered.

1. If the well is one of the following three types and is **constructed** on or after November 1, 2005 (i.e., a **“new well”**), a well identification plate must be attached immediately after drilling is completed:
  - (a) water supply well;
  - (b) recharge or injection well made by drilling; or
  - (c) permanent vertical dewatering well made by drilling.
2. If the well is a drinking water supply system well (a community well<sup>1</sup>) and was **constructed** before November 1, 2005 (i.e., an **“existing well”**), a well identification plate must be attached by October 31, 2006.
3. If the well is one of the following three types, was **constructed** before November 1, 2005 (an **“existing well”**), and is **altered**<sup>2</sup> on or after November 1, 2005, a well identification plate must also be attached:
  - (a) water supply well;
  - (b) recharge or injection well made by drilling; or
  - (c) permanent vertical dewatering well made by drilling.

### Who is responsible for attaching a well identification plate to a well?

1. The person responsible for drilling a new well or altering an existing well, on or after November 1, 2005, is responsible for attaching a well identification plate to the well.
2. The owner of an existing well that supplies a drinking water supply system well (a community well) is responsible for attaching a well identification plate by October 31, 2006.

**Where should the well identification plate be attached on the well?** The well identification plate must be securely and permanently attached to the well casing, well cap or well cover so that the well identification number is plainly visible.

If it is not possible to secure the well identification plate in the above manner, it may be attached to a nearby post, pump house or building adjacent to the well so that the well identification number is plainly visible. Safety must be foremost when attaching a plate in a well within a subsurface vault.

If 2 or more wells are contained in a single protective casing, each of those wells must have a well identification plate.

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<sup>1</sup> A community well is a well that serves a water supply system.

<sup>2</sup> Alteration of an existing well by, for example, deepening or reaming, and replacing or modifying screen assemblies or casings.

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**How can the well identification plate be attached to the well?** The well identification plate can be attached to the well casing using a slotted, stainless steel hose clamp strap. If it is not possible to attach with the strap, other means can be used such as an epoxy adhesive. If attaching the plate to a pump house or building, ensure the plate is securely attached to the building.

**How is the well identification plate number reported to the Ministry of Environment?** For new or altered wells, the well identification number must be recorded (in the upper right-hand corner) on the well construction report form.<sup>3</sup> The completed report form must be submitted to the Deputy Comptroller of Ground Water<sup>4</sup> within 90 days after the well completion date.

For existing drinking water supply system (community) wells, the well owner should report the well identification number in Schedule 2 of the Ground Water Protection Regulation, and submit the completed Schedule 2 to the Deputy Comptroller.

**Where can well construction report forms or Schedule 2 forms be obtained?** The well construction report forms can be obtained from the Ground Water Data Technician in the Ministry of Environment, at (250) 387-0014 or [Ground.Web@gov.bc.ca](mailto:Ground.Web@gov.bc.ca). Schedule 2 forms can be downloaded from the Ministry of Environment Ground Water website:  
[http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/wells/identification/schedule2.pdf](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/wells/identification/schedule2.pdf).

**Where can well identification plates be obtained?** Well identification plates can be obtained from the Ground Water Data Technician in the Ministry of Environment, at (250) 387-0014 or [Ground.Web@gov.bc.ca](mailto:Ground.Web@gov.bc.ca).

**Is there a fee for well identification plates?** No. The Ministry of Environment provides the well identification plates free of charge.

**What if a well identification plate gets lost or damaged?** The well owner must maintain and safeguard the well identification plate from any physical damage. Contact the Deputy Comptroller to request a replacement plate within 30 days after discovering its loss or damage. The new plate should be attached in the manner described above; a Schedule 2 is not needed for the replacement.

**What happens to the well identification plate when a well is closed?** On permanent closure of a well, the person responsible for closing the well must remove the existing well identification plate and complete the well closure report form. Then the person responsible must return the well identification plate and submit the well closure report form (same report form as the well construction report form) to the Deputy Comptroller within 90 days after the work is completed. The report forms can be obtained from the Ground Water Data Technician in the Ministry of Environment, at (250) 387-0014 or [Ground.Web@gov.bc.ca](mailto:Ground.Web@gov.bc.ca).

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<sup>3</sup> The Ministry has developed a new well construction/closure report form. Please contact the Ground Water Data Technician at (250) 387-0014 or [Ground.Web@gov.bc.ca](mailto:Ground.Web@gov.bc.ca) for the new form.

<sup>4</sup> Address: Deputy Comptroller of Ground Water, PO Box 9341 Stn Prov Govt, Victoria, BC V8M 9M1